

**NATIONAL INSTITUTES OF HEALTH
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**MINUTES
NIH DIVERSITY COUNCIL**

**APRIL 19, 2006
NIAMS OD CONFERENCE ROOM
BUILDING 31, ROOM 4C-32
BETHESDA, MARYLAND
1:30 P.M. - 3:00 P.M.**

I CALL TO ORDER AND WELCOME

Ms. Andrea Wongsam-Nollinger (Co-Chair) called the meeting to order and welcomed the members and visitors from the NIH Office of Equal Opportunity and Diversity Management (OEODM). She announced that her co-chair, Ms. Michele France was delayed and that she would open the meeting. The council would review and approve the March minutes upon her arrival.

Andrea announced that Mr. Lawrence (Larry) N. Self, Director, OEODM was there to make a special introduction.

II INTRODUCTION OF NEW NIH DIVERSITY PROGRAM MANAGER

Larry greeted the Council and announced that he had to leave early because of a schedule conflict with Dr. Zerhouni's NIH Plain Language Award Ceremony.

However, he said that it was a great pleasure to introduce Ms. Blandina (Dina) Peterson who will serve as the new Diversity Program Manager for the NIH. She will act as the liaison for the Diversity Council and OEODM.

Dina shared a brief biography and work experience with the Council. She has recently retired from a successful Army career, where her last assignments was working at the Defense Equal Opportunity Management Institute (DEOMI) at Patrick Air Force base, Florida. She said that she felt very lucky to have gotten the job at NIH and was very happy to be here. Dina has reviewed the briefing documents on the NIH Diversity Council and has a general idea of our scope and tasks, which she finds very interesting. She is looking forward to working with the Council, being a team player, and wants to make a difference. Larry then asked the Council members to introduce themselves.

The Council members introduced themselves and identified their roles on the various committees. During Michele's introduction, she welcomed Dina and noted that she was looking forward to working with her. She also announced that several members were not present due to prior commitments. The absent members were Linda Huss, Caroline Leake, Matthew Murguia, and Molly Vallant. After the introductions, Larry thanked the council for inviting him to the meeting and commended their dedication to the diversity efforts at NIH. He then excused himself from the meeting.

III. ACTIONS ITEMS

Michele noted that the most recent tasks of the Council were initiated at the Diversity Council's Strategic Planning Retreat in February 2006. The Council formed several working groups and drafted new initiatives for others. To bring Dina up-to-date, she asked each of the working group leads to give a status report on their charge and accomplishments.

A. *Communication and Awareness Campaign*

Andrea reported that at the February 2006 retreat a crucial area of concern was the low visibility of the NIH Diversity Council across NIH. One of the identified areas for improvement is web content and web access. The current access source for information on the NIH Diversity Council is a link found within the NIH OEODM homepage.

Although some information on the web page is useful, a great deal of it is inaccurate or outdated. The consensus of the subcommittee was to find a venue that would highlight the NIH Diversity Council by letting the NIH community know who the council is, why they are here, and how the council can help across NIH. Andrea said that the venue the subcommittee hoped to use was a new and more informative Diversity web site. The new web site would contain a variety of useful information that NIH employees could use in the work environments. She also said that the subcommittee was looking into ways to make the site more accessible to the NIH community and others who may visit it.

On behalf of the Council, Andrea had recently sent Larry a memo asking for assistance from his office to gather baseline information from the NIH staff on their perception of the Council. When collected and analyzed, this information would give the committee an idea of how much knowledge the NIH staff has about Diversity Council. The subcommittee would use this information to establish a starting point for the campaign.

Andrea noted that this effort would not only bring more visibility to the Diversity Council but to OEODM as well. She theorized that the baseline data would show, for performance accomplishments, where we are now, where we plan to go, and what they have accomplished. Hopefully, the data will provide the meat to show what OEODM needs to show on program results across NIH. Michele noted that the committee is also looking for "creative money", perhaps a set aside evaluation grant application, to help with the finances of the project.

B. *Diversification of the Tenure Track*

Dr. David (Dave) Robinson reported that a major accomplishment of the subcommittee was getting the intramural scientists to accept and use a set of guidelines and recommendations for recruiting new scientists. The subcommittee developed the guidelines and recommendations. To provide some background, he explained that the intramural program, where bench scientists run experiments, was not diverse. After a thorough review and some research the subcommittee initiated a set of guidelines and made several recommendations to assist the intramural scientists with making the hiring process more diverse. They distribute the guidelines to the search committees members when they are forming them. He noted that these guidelines provide instructions for making the selection process more diverse.

According to Dave, the subcommittee is also working on advertisement options for new scientists. He pointed out, from his handout, that most scientific directors advertise in the Science journal where a quarter of a page costs \$2,000. He noted that the subcommittee was hoping that if they gave the search committee a list of places to advertise the cost would be much less. He went on to explain from his handout that many places he called are free, but some charge a fee for advertisement. However, one thing he wanted the subcommittee to do is to lobby with the professional societies in an effort to decrease the cost.

The last issue Dave noted was that the subcommittee was trying to bring in a more diverse group of younger people specifically into labs. He noted that there are many summer programs or yearly programs for students in college or who have just graduated, but how to make them more diverse is an issue. He expressed that as the training director for his Institute he has asked that this issue be put on the Scientific Director's agenda for the next meeting. Dave expressed that there is support and enthusiasm for taking on such a project but starting it is not easy. He then turned the meeting over to Dr. Marisela Morales.

Marisela announced that two weeks ago the principle investigators in the intramural program received an email from the Office of the Intramural Director. The Director reported that there is a very big gap in minority principal investigators. To rectify this gap, the Director came up with a list of suggestions and recommendations. The recommendations and suggestions were the same ones the subcommittee had given them previously for recruiting new scientists. She expressed that it was very interesting because each point they suggested was the ones that the subcommittee had suggested before. She found it noteworthy because the recommendations were put in writing.

C *New Initiatives*

Dr. Mahadev Murthy announced that they will revisit the new initiative because at the strategic planning retreat they changed many subcommittee initiatives.

IV. ANNOUNCEMENTS, ISSUES AND QUESTIONS

Michele noted that the OEODM staff was present to hear a recap of the Diversity Council's efforts and asked whether they had any question or comments.

Mr. Carlton Coleman had observations and comments to share regarding the baseline data request on the NIH perception of the NIH Diversity Council. After a detailed discussion and clarification on what the council needed, Carlton volunteered to send the council several historical documents and some video that should help them determine what the NIH perspective was. In response to Dave's request for bringing younger students to NIH to work, Carlton announced that he could give Dave resumes of some young students who would like to come to NIH to work. He asked Dave to let him know if he wanted more information on the students.

Ms. Rose Pruitt, OEODM, asked the Council if they were connecting with the Diversity Committee within the societies, such as the Diversity Committees around minority's affairs. For example, the Endocrinology Society meetings or Neuroscience Society meeting. Dave responded that the subcommittees are not. However, what the subcommittee has proposed is that there be networking with the scientific communities through professional societies and these organizations can see the listing of minorities affairs group. He also explained that the guidelines really emphasize that each member of the search committee is responsible for recruiting people to apply for the position and not just the minority member. Rose pointed out that this method is in line with what her office does in targeted outreach and recruitment in the special emphasis area. She also said that this was a resource with which her office can help.

Dina suggested that as part of the orientation for new employees, they should include information on diversity and EEO. She stated that when she had her briefing there was no information about diversity and EEO.

Cyrus Salazar, OEODM, stated that he had met with division directors planning and search committees for OHR to discuss this issue. He stated that his office has developed the criteria that will be inserted into the NIH orientation package. Cyrus went on to say that they scheduled a follow-up meeting for the next day with OHR. He projected that within three months the package should be ready for distribution.

Council member, Ms. Pamela Bobbitt reported that the wheel chair lift in the Rockledge building was still not working. Carlton stated that he could help with many disability issues and that he would look into it and follow-up on getting it repaired. He said that employees could contact him if they did not know who to contact for the specific buildings.

Another issue for discussion was emergency evacuation. Who is going to be responsible for people in multi-level buildings? If there was a visitor with disability concerns, how is that handled? Carlton explained that there should be an emergency evaluation plan posted in each building. He expressed the he is on the EAP evacuation committee and that the committee works with ORS on the emergency evacuation plan. Michele asked Carlton if a Council member could to the meetings as a liaison for the Council. He agreed and Council members Ms. Pamela Bobbitt and Dr. Bill Elwood agreed to serve on that committee.

Carlton asked the committee if he could speak at the next meeting on the task of the disability program manager. The Co-chair agreed and the motion was seconded.

The next order of business was logistics for monthly meeting space. The question was raised whether the meetings should rotate on an off campus, given the parking issues. Michele noted that the meeting space should also be no cost to the Council. Carlton noted that the parking office will hold parking spaces for members when they are attending meetings. He noted that they should make a call to the parking office before the meeting and they will hold several spaces. The committee accepted this as a good solution to the parking problem on campus. Michele will develop a meeting calendar and attempt to secure appropriate space on and off campus.

In a continuation of the strategic planning discussion, Andrea explained what the Diversity Key list was. She explained that one tasks of the Communication and Planning Committee was to come up with diversity statements that reflect ideas about diversity . These statements would be used in the Communications campaign. The committee plans to use them as a foundation for the revised website. After some discussion on how to select the top ten statements and how long the committee would continue to collect them, Michele motioned that the topic be tabled for the next meeting.

V. APPROVAL OF MINUTES

The committee requested that the following changes be made to the minutes, page 1, second paragraph, fourth line, changes “a transsexual woman” to “transsexual women”. Bottom of page 1, last paragraph, 3rd line, remove “an” after Steve; Page 2, change “making the web url” to website. Michele noted that the council link should be clear and accessible. Page 2, put a return between the paragraph that begins “The Council”. Under Members Absent, change William Elwood to Dr. William Elwood and Dr. Mahadev Murthy is in NCRR. They also noted that on the sign-in sheet, Dr. Elwood is listed as being in CIT when he is in CSR. Mr. Maynard noted that there is a “y” in his first name. On motion duly made and seconded, the minutes were approved with minor editorial corrections.

ACTION ITEMS FOR THE NEXT MEETING.

Carlton Coleman will present at the May 2006 meeting

Andreas Wongsam-Nollinger’s Diversity Task List will be discussed.

Proposed meeting calendar with rotating sites will be discussed.

The meeting adjourned at 2:55 pm.

APPROVED BY:

Michele Mulholland France
Chair, NIH Diversity Council

Date

MEMBERS PRESENT:

Ms. Michele Mulholland France, Chair (CIT)
Ms. Andrea Wongsam-Nollinger, Co-chair (NCCAM)
Dr. Marisela Morales (NIDA)
Dr. David Robinson (NIDCD)
Mr. Bryan Maynard (NIA)
Ms. Jenea White (NCI)
Dr. Shen Yang (NCI)
Dr. Bill Elwood (CSR)
Dr. Steve Hausman (NIAMS)
Ms. Pamela Bobbitt (CSR)
Dr. Mahadev Murthy (NCRR)

OEODM STAFF PRESENT:

Mr. Lawrence N. Self, Director
Ms. Blandina (Dina) Peterson
Ms. Janie Brown
Ms. Sharrell Butler
Ms. Jayne Callahanhenson
Mr. Carlton Coleman
Ms. Rose Pruitt
Mr. Cyrus Salazar

MEMBERS UNAVAILABLE:

Ms. Linda Huss (NEI)
Ms. Caroline Leake (NHLBI)
Mr. Matthew Murguia (NIAID)
Ms. Molly Vallant (NIEHS) (*unplanned technical difficulties prevented offsite call in*)

NEXT MEETING: Wednesday, May 17, 2006
1:30 - 3:00 pm
Location To Be Confirmed